

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Logistics Services Division, OL DATE: 1 May 1963

FROM : Deputy Chief, Mail and Courier Branch, LSD/OL

SUBJECT: Monthly Activity Report - Mail and Courier Branch

1. GENERALa. Special Services Provided by the Mail and Courier Branch

The Mail and Courier Branch received and serviced 1677 requests for special service during the month of April 1963.

b. Publishing of Mail and Courier Branch Scheduled Runs

Copies of the scheduled runs made by the Mail and Courier Branch were presented to the members of the Mail and Courier Task Force at a meeting on Tuesday, 2 April 1963. [REDACTED] Chairman of the Task Force, is preparing for Agency distribution, a complete listing of the Mail and Courier Branch scheduled runs.

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c. Operation of Conveyor and Tube Systems

The maximum capability of the tube system is still not being fully utilized though all three systems are in full operation. A total of 76,618 carriers passed through the three systems during the month of April 1963.

The A system received 57,120 carriers

The B system received 13,660 carriers

The C system received 5,838 carriers

During the month of April 1963, 151 requests for service were received by the Carrier Maintenance Section. Clips to enable carriers to be set on

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positive lock were installed on 153 carriers. This should help eliminate some of the errors made by personnel failing to line the rings up straight. These modifications were made at a cost of \$.97 per carrier for material. Eight blocked lines were cleared during April 1963 and 54 conveyor cars were modified with nylon guides and fitted to each vertical. Line 20 from GX 4 to DX 6 was repaired by removing an offset joint and replacing with straight pipes.

d. New Requirements Placed on the Mail And Courier Branch

[REDACTED]

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2. OTHER ITEMS OF INTEREST

a. Transfer and Resignation of Mail and Courier Branch Employees

During the month of April 1963, 2 employees of the Mail and Courier Branch were reassigned to other components of the Agency. One employee was reassigned from this Branch to the Telephone Section of LSD, on 12 April 1963. [REDACTED] Secretary to the Branch Chief, resigned to return to her home in Norfolk, Virginia.

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b. New Employees assigned to Mail And Courier Branch

On 10 April 1963, [REDACTED] was reassigned from the Building Facilities Branch, LSD, to replace [REDACTED]

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Two Couriers and one Carrier Maintenance mechanic were assigned to the Mail and Courier Branch during April 1963.

c. Installation of Fluoroscope Machine in R & S Building

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There has been no change in the status of the Fluoroscope Machine in 1231 R & S Building. Operation of this machine is still being held up pending approval by the Office of Security and Medical Staff.

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